

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
DATA COMMITTEE**
January 24, 2018 at 1:00 p.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Bill McEntee, CRA – Chair
Jonathan Start, MTPA/KATS
Jennifer Tubbs, MTA

Bob Slattery, MML, via Telephone
Rob Surber, DTMB/CSS

Support Staff Present:

Roger Belknap, MDOT, via Telephone
Tim Colling, MTU, via Telephone
Dave Jennett, MDOT
Josh Ross, DTMB/CSS

Gil Chesbro, MDOT
Cheryl Granger, DTMB/CSS
Polly Kent, MDOT
Gloria Strong, MDOT

Members Absent:

Dave Wresinski, MDOT, **Vice Chair**

Public Present:

None

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 1:04 p.m.

2. Public Comments on Non-Agenda Items:

None

3. Consent Agenda:

3.1. – Approval of the November 29, 2017 Data Committee Meeting Minutes (Action/Attachment 1)

J. Start made a motion to approve the November 29, 2017, meeting minutes; B. Slattery seconded the motion. The motion was approved by all members present.

3.2. – TAMC Budget Update (Attachment 2)

An updated financial report was reviewed and briefly discussed.

4. Correspondence and Announcements:

4.1. – Special Topics in Roadsoft: Culvert Module Webinar, February 26, 2018 (Attachment 3)

A copy of the information on a Special Topics in Roadsoft: Culvert Module Webinar that will be held on February 26, 2018 was shared with the Committee. Currently, there are approximately 30-40 people registered to participate in the Webinar. There is still room for people to participate.

5. Review and Discussion Items:

5.1. – 2017 Pavement Surface Evaluation and Rating (PASER) Reporting and Analysis – G. Chesbro

G. Chesbro gave a presentation showing the 2017 preliminary PASER data. The committee was informed that MDOT has also collected ramp data. The committee wanted to bring in better visualization graphs into the Annual Report. Based upon discussions with MDOT Graphics, G. Chesbro has changed some of the

graphics in his data analysis documents and will be using the new “doughnut” graphs to show percentage differences as well as, the “walking fingers” graphs that he has used in past data documents. There was a suggestion to possibly use “nested doughnuts.” G. Chesbro will show additional data at the next Data Committee Meeting in February.

5.2. – PASER Deliverables Update and Timelines – D. Jennett/M. Holmes

CSS has signed off on the PASER data and the data is ready. CSS’ earliest date to release their data is mid-February. The work can be completed now and they can hit the “go live” button whenever Council decides to release it. It was agreed that the PASER data can be officially released one week before the annual report is released. TAMC does not want to put the data out publicly and someone form an analysis before TAMC does and have unintended consequences. But the data has other, less public uses. The County Road Association (CRA) uses the data at their March conference and MTU uses it with their PASER training. Attendees do not get a handout, it is just a visual share of the data. February 27, 2018 is the first PASER training. QA/QC should be given to MTU from G. Chesbro a week prior to PASER training. Joanna Johnson, TAMC Chair, will add this to her presentation to State Transportation Commission (STC) on April 19, 2018 when she does the presentation for the Annual Report. TAMC will approve the data on February 7, 2018 and the Annual Report in the beginning of April. The committee would like CSS to update the Website just before the Annual Report goes to STC towards the end of April.

J. Start made a motion for the Data Committee to approve the PASER data and take the data to Full Council for their approval at their February 7, 2018 2018 meeting pending G. Chesbro’s assurance that the data is good; G. Chesbro will keep everyone updated on any data changes; CRA will be allowed to use the data at their CRA Conference in March, and MTU will be allowed to share the data at their PASER trainings beginning late February 2018; the data will be officially released by CSS a week prior to the Annual Report at the end of April 2018 after updating the dashboards, interactive maps, and IRT. J. Tubbs seconded the motion, and the motion was approved by all members present.

CSS is being moved to an xlm format and working with MTU to take the new files and load them automatically into the system. Once the data is ready, CSS will check visually and report to G. Chesbro and the regions to assure everything is correct and complete. This will be done during PASER submittals. Doing these quality control checks will help catch some of the past issues they previously encountered early and get them cleared up. These changes do not affect the old data. The old data and new data will still be able to be analyzed in the same format.

Action Item: Put PASER data on the agenda for the full TAMC.

5.3. – Forecast Dashboard Data/Changes in Condition – R. Belknap

See 5.8.

5.4. – Status of 2017 Annual Report Development – R. Belknap/D. Jennett

G. Chesbro is working on his data analysis and Rebecca Curtis, TAMC Bridge Committee Chair, is working on the Bridge analysis. MDOT Finance is working on ADARS and support staff is working on TAMC accomplishments. As soon as everyone submits their final approved information, TAMC support staff will pull together the information and place in the annual report. Graphics will be making sure that the ADA requirements are met, such as with colors and graphics. It was suggested to have added to the annual report how many agencies have already submitted their information in the IRT. IRT will only be referenced in the report for this year since this is TAMC’s first year doing the IRT. B. McEntee is interested in seeing the data that was reported in the four primary categories in the IRT. The PASER data and IRT should align. What is TAMC expecting when it comes to comparing the IRT and PASER data? Is TAMC thinking to

contract this out due to lack of staff time to retrieve the necessary data and do the comparisons? Because the data provided in the annual report are self-chosen areas, and cannot look at yearly trends, a disclaimer has been placed on the data. TAMC may want to add something different. This may need to be addressed at ACE. T. Colling will get the forecasting information to G. Chesbro for next year. MTU will do a cost table and bring in other cost data and draw some conclusions from that and provide this information for next year's report. MTU will also do an extended service life study. B. McEntee would like everyone to assist in putting together a problem statement for a Request for Proposals (RFP) for a consultant to do analysis of IRT data compared to condition outcomes. P. Kent, B. McEntee, and D. Jennett agreed to work on separate versions of a problem statement for an RFP that can later be blended into one. They will share with the group before the February meeting.

D. Jennett will check with support staff and Council members in the next couple of weeks to assure everyone is able to get to and able to use the TAMC sharepoint to access documents that need to be reviewed or discussed for the annual report that is due by May 2, 2018.

Action Item: B. McEntee, P. Kent, and D. Jennett will complete problem statements for an RFP for IRT data analysis prior to the February 28, 2018 Data Committee Meeting.

Action Item: D. Jennett will assure all support staff and Council members have access to and are able to use the TAMC sharepoint site.

5.4.1. – Format of Charts, Graphs, and Data – B. McEntee

See 5.1.

5.4.2. – Status of Investment Reporting Tool Data – B. McEntee

The committee agreed to continue to use the January 1st calendar date for this annual report like the Council did for the 2016 annual report.

5.5. – Michigan Technological University (MTU) – Center for Technology and Training – T. Colling

5.5.1. – 2018 PASER and Inventory Based Rating (IBR) Training

The IBR trainings will begin on February 5, 2018. The 2018 PASER training dates have been added to the events list and the Council members have signed up to attend on the dates they are available.

5.5.2. – Updates on Training and Workshop Schedules

There will be an Elected Officials Asset Management training on February 26, 2018. The Bridge Conference will be held on March 20-21, 2018, and Highway Maintenance Conference on May 2, 2018. The annual report showing trainings that were produced at MTU has been submitted. There will be an update on this at the next ACE Committee meeting. They had record attendance at over 1,000 attendees, including the Spring and Fall conferences.

5.5.3. – Federal Aid/Non-Federal Aid vs. Act 51 Designation

The attendees from the Asset Management Plan Pilot Workshop held in December 2017, requested a change in structure in the pilot asset management plan and all the charts that go along with it, from non-federal aid/paved federal aid, and non-paved federal aid to county primary/county local, and major street/minor street for cities. MTU is able to reconfigure their tables and report sections to make the changes and they have enough money already in their budget to cover the cost of the changes. For the most part, people will still be able to distinguish federal aid from non-federal aid. The Data Committee will pass this on to the TAMC ACE Committee for their review. J. Start, TAMC ACE Committee Chair, agrees with Data Committee's decision that it be structured by the Act 51 classification and changed as requested. He will bring it to the attention of the ACE Committee to review, a recommendation will then go on to full Council to make a final decision at the February 7, 2018 meeting.

T. Colling informed the committee that he received a request from the Division Office in Minnesota, asking for the template to the Asset Management Plan Workshop Pilot that MTU recently administered on behalf of TAMC. It was decided that MTU will share the Opus template with them as our pilot template is not ready to be shared.

B. Slattery had a request from the MML on behalf of a Toronto, Canada agency hoping to identify communities that have comprehensive asset management plans that incorporate more than roads and bridges. R. Belknap knew of two areas, Grand Rapids and Coldwater, that B. Slattery shared with them. T. Colling stated that Marquette would also have the information they need. B. Slattery will pass that on to MML.

Action Item: TAMC ACE Committee will review the decision for MTU to make changes to the Asset Management Pilot Workshop structure and make a recommendation to full Council for them to make a final decision on making or not making the changes.

Action Item: T. Colling will share the Opus Asset Management Plan template with the Division Office in Minnesota.

5.6. - Act 51 Reporting and IRT

5.6.1. – Investment Reporting Tool (IRT) and Act 51 Compliance – R. Belknap

R. Belknap gave an update for FY 2017 of agencies that are IRT/Act 51 compliant.

5.6.2. – IRT-Act 51 Distribution and Reporting System (ADARS) Software Updates – J. Ross

C. Granger informed the committee that his development team is working on bringing the IRT and ADARS more in sync with each other. They are currently working through some technical difficulties with MDOT but the work is expected to be completed by the end of January or early February. The Helpdesk has not received many calls, which means agencies are not having as many problems or concerns. Tomorrow the IRT version 2.4 will go into production. CSS has placed an automation in the system so that an agency does not have to get a letter or be rejected just because they did not hit the button where they had to enter in their asset management plan information. They will be informed before they submit their information in the IRT. CSS will begin working on version 2.5.1, which will include additional improvements.

5.6.3 – Training Update – J. Ross

J. Ross reported that IRT training dates have been posted on the TAMC Website, and were sent through eGov Delivery to a mailing list which included IRT users and others. J. Ross will be sending out a reminder regarding the trainings through eGov Delivery. CSS still needs a Council member to participate in the Marquette IRT training. They would have the ability to call into the training if they are unable to physically attend.

Action Item: J. Ross will send out a reminder regarding the IRT trainings through eGov Delivery.

5.7. – Website Update – J. Ross

John Estill, CSS Website designer, will be updating the 2017 meetings back on to the TAMC Website and make the changes as discussed with MDOT support staff by the end of this week. A question was asked about user statistics for the site, but those reports are not yet available. Per J. Ross, Mark Holmes, CSS, stated he will give an update on the Google Analytics at the February or March meeting. J. Ross also noted some changes are being made to meet the Adults with Disabilities Act (ADA) compliance standards for color schemes.

Action Item: CSS will complete the website as discussed in December by the end of this week.

Action Item: CSS will provide an update on the Google Analytics progress at the February or March full TAMC meeting.

5.8. – Dashboard Update – J. Ross

There were a couple of errors in the dashboards and they had another issue with improving the technology in the dashboards. CSS is making the dashboards more “user friendly.” They are also working on some display issues. CSS is expecting to have the dashboards updated by April 1, 2018.

Action Item: CSS will have the dashboards updated by April 1, 2018.

5.9. – 2018 TAMC Strategic Planning Session – R. Belknap

R. Belknap reported that a Strategic Planning Workshop has been scheduled on June 6, 2018, and each committee is being asked to identify items they would like to see on the agenda. Data Committee has already identified the issue of asset management plans, which will be discussed more in committee before the workshop.

6. Public Comments:

None

7. Member Comments:

The new TAMC brochure was shared and an announcement was made that new Michigan Infrastructure Council (MIC) legislation has been introduced.

8. Adjournment:

J. Start made a motion to adjourn the meeting; J. Tubbs seconded the motion. The motion was approved by all members present. The meeting adjourned at 3:18 p.m.. The next meeting will be held February 28, 2018, at 1:00 p.m., MDOT Aeronautics Building, 2nd Floor Commission Conference Room, 2700 Port Lansing Road, Lansing.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN’S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA’S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY

RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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